Scheduling Updates to Working Hours

If your business hours change on a regular basis (monthly, seasonally, or some other predictable way), you can schedule your regular hours to change automatically. You can do this for one or many locations at once.

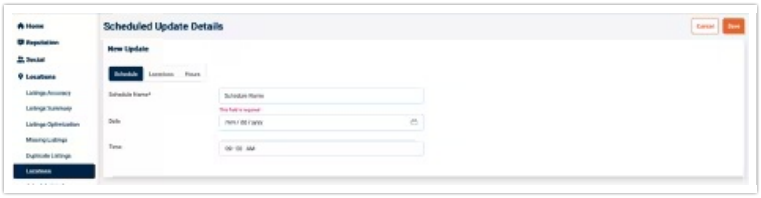
Watch the video

See the article Setting Up Holiday or Special Hours to set up a one-time schedule change.

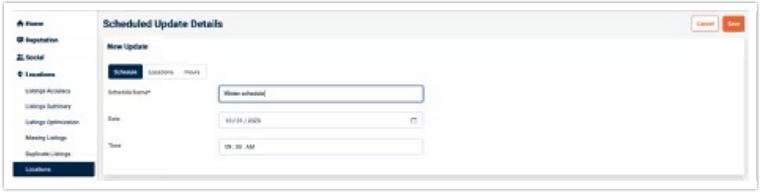
To schedule an update to your working hours, follow these steps:

1. Login to your Chatmeter account in LocationHQ.
2. Go to **Locations** > **Locations** to display the **Locations** page.
3. From the **Locations** page, find the locations (one or more) for which you want to update hours and place a tick in the box left of the name(s).

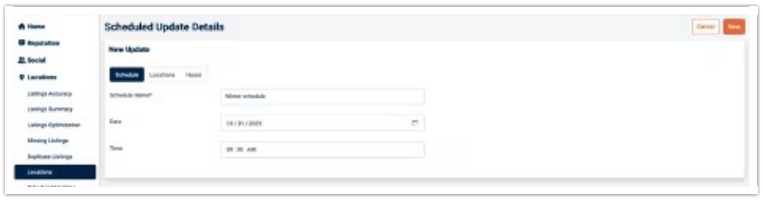
4. Select **Schedule Update** to display the **Scheduled Updates Details** page.



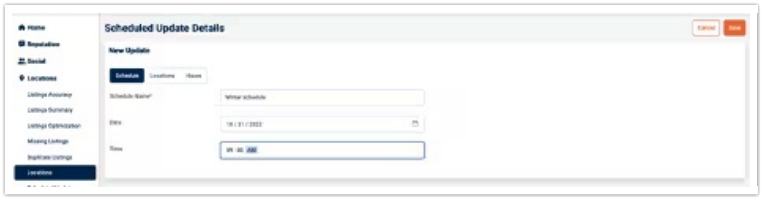
5. On the **Schedule** tab, in **Schedule Name**, enter a name for the update.



6. In **Date**, enter the date you'd like the new schedule to begin.

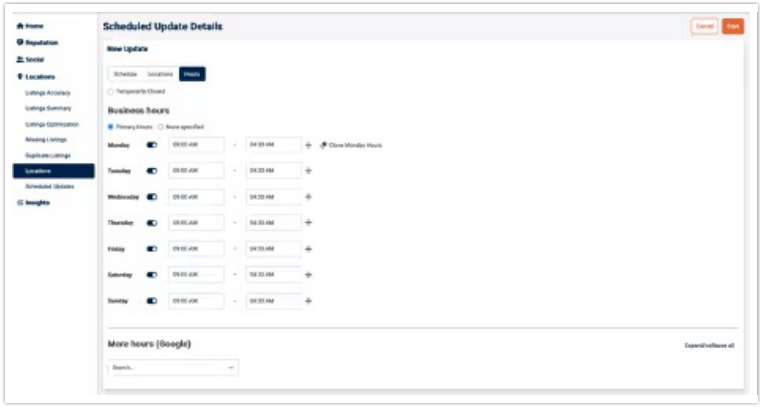


7. In **Time**, enter the time for the new schedule to begin.

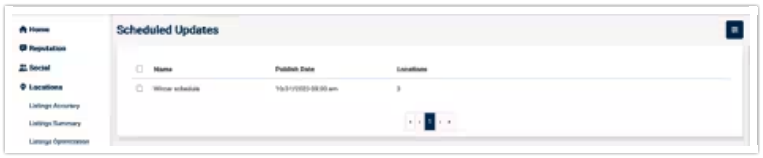


8. On the **Locations** tab, select the locations you want to update.

9. On the **Hours** tabs, select new hours that apply.



10. Then select **Save**. Scheduled updates show up on the **Scheduled Updates** page.



If additional schedule changes of the regular working hours are needed, you can schedule those updates to happen automatically when needed, too. In addition, you can schedule temporary changes such as holiday hours from the **Locations** > **Locations** page by selecting the location(s) to edit and selecting **Edit** to edit on the **Hours** tab.

Related Articles